To:	All CDBG Recipients	**Notice:** FSP-98-09
From:	IHFA Federal & State Programs	
Date:	May 4, 1998	
Re:	**Conversion to IDIS**	

The Integrated Disbursement and Information System (IDIS) is a computer database program that has been created by the U.S. Department of Housing and Urban Development (HUD) to track and report detailed data regarding the use and expenditure of Federal Funds. Indiana Housing Finance Authority (IHFA) staff will have the responsibility of entering and maintaining data in IDIS; therefore, grantees receiving CDBG funds through IHFA will not interact directly with HUD's new IDIS system. However, due to the conversion to IDIS, IHFA will need to require more detailed reporting from CDBG grantees throughout the grant period regarding specific sites and beneficiaries receiving assistance.

This memo is being distributed to explain the information IHFA will need from all open CDBG grantees in order to convert to the IDIS system. IHFA's Financial Management Chapter is enclosed for your reference.

We are asking that you begin compiling the required data on each property receiving CDBG assistance. HUD has recently notified IHFA that the State of Indiana is expected to go "live" on IDIS sometime between July and October 1998. **Once we receive a specific IDIS transition timetable from HUD, we will notify CDBG grantees of a specific date by which the following data will need to be submitted to IHFA.**

1. **Prepare a "Summary of HOME or CDBG Assisted Sites"**
   - List the address of each property receiving CDBG assistance.
   - Please denote which of these properties have been fully completed (i.e., all construction/rehabilitation is finished and all funds for the property have been drawn down).
   - Split the amount of CDBG funds provided to each site by each budget line item.
   - Grantees funded subsequent to November 1997 have been instructed by IHFA to track Program Delivery costs by individual sites. However, IHFA will permit grantees funded prior to November 1997 to divide the total Program Delivery line item by the number of assisted properties in order to calculate the Program Delivery cost per site.
2. **For each completed property, prepare a HUD Completion Report**
3. **For each property on which rehabilitation has begun but is not completed, prepare a HUD Set-up Form.**

IHFA will be hosting an "IDIS Question & Answer Session" on Tuesday, June 2, 1998 from 10:00 am to 12:30 pm at the Indiana Government Center South, Training Center Room #5, 402 West Washington Street, Indianapolis, IN 46204. *Please fill out the enclosed registration form and mail or fax the form before May 29, 1998 to Shelley Hon, Compliance Assistant.*

If you have any questions regarding this correspondence, please contact your Compliance Specialist.

Indiana Housing Finance Authority
115 W. Washington St.   *(317) 232-7777*
Suite, 1350, South Tower   *(800) 872-0371*
Indianapolis, IN 46204   *http://www.ai.org/ihfa*